

Notes

Wrapup of FY 88 Objectives;
Proposed FY 89 Objectives, Projects, Studies, Initiatives

Objectives

Integrated Logistics Support Plan (ILSP) - This objective (FMD-d3) was a continuation of the FY 87 objective. Focus will be on moves to South Tower.

Backfill - This is a continuation of FY 88 objective (FMD-d4). Focus will be on construction and design.

Backfill - OIA - This is a breakout of above objective.

NEW - Establishing Office for Conference Facilities Scheduling

NEW - Standard Furnishings Catalog - To be developed by IDC. (KMC note: Is this different from Executive Furnishings Catalog?)

NEW - Establish Logistics Customer Service Center

NEW - Establish DataBase on Training/Questionnaire in support of Assignments Panel

NEW - Awareness Program to bring FMG employees up to snuff on reorganization and who does what. Solicit issues from the people (develop questionnaire?).

NEW - Review Group procedures and ways to improve.

Other NEW objectives - visitations, escorts, refined yellow pages????

Projects

In conjunction with OIT, Develop revised Courier Support Plan for NHB and OHB - This was an objective (FMD-d2) in FY 88. Since the milestones are virtually ongoing, it was recommended this objective be dropped to a project.

Cafeteria Expansion - This was an objective (FMD-d5) in FY 88, as well as a carryover from FY 87. Since milestones would be start of construction and end of construction, it was dropped to a project.

Develop Centralized As-Built Drawings for OHB & NHB on Intergraph - It was recommended that this FY 88 objective (FMD-o2) be dropped to a project.

NEW - Revisit New Occupants in North Tower - Basically a followup to the NHB moves. This project would be responsibility of Headquarters Division.

NEW - Incorporate Headquarters Division's filed with central file room.

Studies

NEW - Feasibility of Tracking Mechanism Similar to Federal Express's tracking system.

NEW - Quality Control for External Buildings

Initiatives

NEW - Auditorium

NEW - Expansion of Motor Pool

NEW - Salt Shed

NEW - Recarpet/Rehab existing cafeteria

Other FY 88 Objectives

Promote & Facilitate Open Office Landscape, w/Analysis of Ergonomics & Environment - This FY 88 objective (FMD-01) is complete.

Investigate Facility Management Activities Used in the Private Sector - This FY 88 objective (FMD-03) was not completed. FMG was not able to visit Disneyworld and another company has not been identified. However, it was decided to close out this objective. A final report should be prepared.

Establish/Implement Utility Monitor/Control Plan - This objective (FMD-04) has been accomplished with the letting of the contract.

In Conjunction with IMSS, Develop ADP Master Plan for FMD (FMD-05) - While the last milestone (produce master plan) was not completed, it was decided to let this objective die.

STAT

Organization of RECD Drafting Room (RECD-02) - Complete.

Database for RECD starting in REB (RECD-03) - Close down.

MISCELLANEOUS NOTES:

PROJECT STATUS BOOK IS BEING REINSTITUTED.

Authorities: Three types are approving, leasing, and contracting.

Training: 2 A-E for rotational assignments to Contracts.

Paper Flow:

Staff Meetings - Number of attendees reduced to Division

STAT

CAD will be under Headquarters Division.

Configuration Management will be under Standards Branch/Space Planning Division.

IDC will be under Standards Branch/Space Planning Division.

BSB and ILSP will move into permanent space in NHB.

External Buildings Division (does not include REB) will move to 2E corridor. Sooner rather than later.

Our move to NHB is May 1989.

NPBO files for temporary storage.

CMS is repository for studies.

CAD is repository for as-builts.

Karen